

NOTICE OF VACANCY
March 19, 2021

POSITION: Senior Development and Permitting Engineer

DEPARTMENT: Public Works

SALARY RANGE: \$94,643.00 - \$114,520.00

HOURS: Monday – Friday 8:00am to 4:30pm

Statement of Duties: The Senior Development and Permitting Engineer is responsible for overseeing, managing, coordinating and directing the Engineering division duties for permitting, development and plan approvals and survey functions. Employee is required to perform all similar or related duties.

Supervision Required: Under general direction of the Director of Municipal Engineering, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility: Employee as a regular part of the job is required to provide direction and guidance to five (5) full-time employees and two (1) part-time assisting them in completing their assigned work. Employee also performs non-supervisory work that is of the same kind and level as is done by the employee(s) being supervised. The employee is not responsible for taking any disciplinary action and at the request of the Department Head may be involved in the hiring process. Work operations may be subject to substantial seasonal or cyclical fluctuations that can be reasonably planned for in advance. Employees supervised work at the same location and the same work shift.

Confidentiality: The employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, client records, and law suits in accordance with the State Public Records Law.

Accountability: The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying complex federal, state and local regulations.

Complexity: The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards or criteria.

Work Environment: Working conditions involve exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work may involve working around machinery and its moving parts and heavy equipment.

Nature and Purpose of Public Contact: Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as hospitals and insurance companies. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with disgruntled, uncooperative or uninformed persons.

Occupational Risk: Duties generally do not present occupational risks to the employee. An injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include bruises from falls, cuts, or muscular strains from lifting or carrying department equipment or materials.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Manage, organize, coordinate and monitor activities and functions of the DPW plan review, permitting and construction inspection programs.
2. Manager the street opening permit (SOP) and trench opening permit (TOP) programs. Work with the CFO's office to track the pavement revolving fund receipts and expenditures.
3. Ensure subdivision construction is in accordance with the City's Subdivision Rules and Regulations and DPW construction standards. Manager the street acceptance program and maintain an up to date street list (accepted streets, private ways, private roads, paper streets, etc.)
4. Monitor changes to accessibility standards as promulgated by the federal and state agencies.
5. Analyze and prepare written reports on program performance using qualitative analyses and other program management techniques.
6. Develop program budgets, schedules work plans, labor utilization and cost estimates/projections.
7. Work cooperatively with other city departments and boards, governmental agencies, utility companies, developers and contractors and residents to facilitate project implementation and completion.

8. Maximize the use of technology to improve records retention and retrieval, inspection efficiency and customer service.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree in Engineering with five to seven (5-7) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Professional Engineer's License.

Knowledge, Abilities and Skill

Knowledge: Knowledge of principles and practices of engineering, research methods and report presentations, principles of basic budgeting, accounting and finance methods. Knowledge of department operations and services provided.

Abilities: Ability to plan, organize and coordinate work in undertaking diverse functions and services; ability to analyze and recommend solutions to complex, multidimensional problems; ability to conduct studies, write in depth reports, prepare specifications and translate technical information into layman's terms; ability to communicate effectively both orally and in writing and to make effective public presentations;

Skill: *Excellent organizational and communication skills; excellent data processing skill in the use of personal computers including office software including word processing, data base and spreadsheet applications and other engineering software.*

Physical and Mental Requirements :

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and materials.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle, using a personal computer, or climbing a ladder.

Visual Demands: Visual demands include constantly reading documents for general understanding and for analytical purposes, routinely reviewing non-written materials such as maps and blueprints for analytical purposes; the employee is required to be able to determine colors.

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

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